

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
OFFICE ASSISTANT - DURATIONAL
(MAY BE UNDERFILLED AS A CLERK TYPIST)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Hartford / Manchester Area Offices
Job Posting No: DF46906HFD
Hours: 40 Hours (M-F)
Salary: \$33,558.00 - \$49,108.00
Closing Date: November 14, 2012

Eligibility Requirement:

Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

General Experience: Two (2) years' general clerical work experience.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, (3) letters of professional reference and the CT-HR-12 (State Employment Application), the address below. State employees must submit (2) most recent performance appraisals for reference. Be sure to include the Posting#: DF46906HFD.

DEPARTMENT OF CHILDREN AND FAMILIES
ATTN: BRENDA FOURNIER
250 HAMILTON STREET
HARTFORD, CT. 06106
FAX#: 860-418-8005

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.